

**POSITION: Member Services Representative
 Fall River Retirement Board**

Reports to: Retirement Board Executive Director

Summary of Responsibilities: Under the general supervision of the Executive Director or his/her designee performs functions in accordance with policies set by the Fall River Contributory Retirement Board in accordance with Chapter 32 and related laws. Exercises discretion and judgment in communicating with the general membership both orally and written.

RESPONSIBILITIES:

- Maintain confidentiality in all aspects of record maintenance and review.
- Answer and direct incoming phone calls.
- Open, sort, date-stamp and accurately distribute all incoming mail.
- Assist members with creditable service estimates, benefit estimates and other retirement planning needs.
- Assist in preparation of yearly member financial statements, 1099R's and end of year data entry procedures.
- Maintain accurate member and retiree database as well as manual records, prepares new member's files including database entry.
- Assist in preparation of staff, retiree, refund, transfer and expense payrolls, checks and warrants.
- Maintain records including, but not limited to, filing and archiving retirement system documents and records.
- Perform other duties as assigned related to the administration and/or operational function of a MA Contributory Retirement System.

JOB REQUIREMENTS AND QUALIFICATIONS:

- High School Graduate; Post-Secondary Diploma in the area of Business Administration or Accounting is preferred.
- Working knowledge of database systems (preferably PTG or MUNIS).
- Working knowledge of Microsoft Office Suite.
- Knowledge of MA public pensions and MGL c. 32 is a plus
- Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files.
- Ability to express and exchange ideas by means of written and spoken word.

WORK SCHEDULE: 8:30 am to 4:00 pm Monday through Friday.

EQUIPMENT USED: Telephone, photocopier, fax, computer, printer, calculator, scanners, and others equipment as required.

Salary Range for this position is commensurate with experience.

Application Deadline is January 24, 2020

To apply:

Please mail cover letter and resume to:

Michael Pasternak
Fall River Retirement Board
21 Father DeValles Blvd., GR101 Box 14
Fall River, MA 02723